

Job Aid: Add New Items

PBL Course: Create and Edit Instructor-Led Items
Learning Needs Mgmt Lab 1: Add an Item

Description

The purpose of this job aid is to guide administrators through the step-by-step process of creating an instructor-led item. Related terminology is provided.

Task

- A. Create an Instructor-Led Item

Terminology:

Item Type (Reference): This is a globally-defined reference that helps categorize items. When administrators create a new item, they must choose from the defined list. Subsequently, each “type” has an associated “completion status.” This is an admin-defined reference used when recording a learning event.

Item ID: This is a unique identifier for each item within the SATERN database. It is recommended that a standard ID naming convention be applied to items and all records in the system.

Revision Date/Time: SATERN automatically populates these fields if an admin leaves them alone when creating a new item. If needed, the admin can manually enter data into these fields. This field is what uniquely identifies an item that has been revised.

Classifications: Classifications are automatically assigned based on whether the item has segments and online content.

Instructor-led Item: A course that is offered in a classroom or part of on-the-job training. Completion is manually entered, tracked, and reported within the system.

Online Item: An item that is offered, deployed, tracked, and completed online through the learning system.

Blended Learning Item: A course that offers a combination of instructor-led training and online content.

Other Item: An item that is neither scheduled or has online content, such as physical goods.

Task A: Create an Instructor-Led Item

1 Navigate to **Learning > Items**.

2 Click the **Add New** link.

The screenshot shows the SATERN LMS interface. The top navigation bar includes links for Administration, Quick Links, Home, Preferences, Help, and Logout. Below this is a secondary navigation bar with links for Learner Management, Performance, Learning, Commerce, Content, Reports, and System Admin. The 'Items' page is active, showing a search interface. The left sidebar lists various system components, with 'Items' selected. The main area contains a search bar and a 'Search' button. Below the search bar, there are several input fields for filtering items, including 'Case sensitive search', 'Item Types', 'Item ID', 'Revision Date', 'Revision Number', 'Item Title', 'Item Status', 'Item Classification', and 'Online Settings'. A 'Search' button is located at the bottom right of the search area.

Step 1: Enter Description

3 Select the **Item Type** from the drop-down menu.

4 Enter an **Item ID**.

5 Enter the **Revision Date**.

6 Enter an **Item Title**.

7 Enter or select a **Domain ID**.

8 Select an **Approval Process** from the drop-down menu.

9 If an approval process has been selected, check the **Approval Required** checkbox.

10 If applicable, enter design data information (credit hours, etc).

The screenshot shows the 'Add New Learning Item' form. The form is titled 'Add New Learning Item' and has a 'Next' button. It contains several sections: 'Enter Description', 'Summary', 'Subject Areas', and 'Design Data'. The 'Summary' section includes fields for 'Item Type', 'Item ID', 'Revision Date', 'Revision Time', 'Revision Number', 'Item Title', 'Domain ID', 'Approval Process', and 'Approval Required'. The 'Design Data' section includes fields for 'Contact Hours', 'Credit Hours', and 'CPes'. The 'Subject Areas' section includes a field for 'Subject Area ID' and an 'Add' button. The form is marked with asterisks (*) to indicate required fields.

Note: Required fields for the item are marked by an asterisk (*).

Note: By default the system will auto-populate a revision date and time with today's date and time.

- 11 Enter a **Subject Area ID** and click **Add**.
- or
- 12 Click the **add one or more from list** link to search for and select a **Subject Area ID**.
- 13 Click **Next**.

Add New Learning Item [Help]

Enter Description > Specify Delivery Data > Add Online Content > Add to Catalog > Review and Save

13 [Next](#)

Enter the basic description of your item below. The **Design Data** categories allow you to specify how users will get credit for completing this item. If you associate your item with one or more **Subject Areas**, users will be able to quickly locate your item in their catalogs.

** = Required Fields*

Summary

* Item Type: COURSE Title: Effective Administrative Support Professional S

* Item ID: ADM0100 * Domain ID: HR

* Revision Date: (MM/DD/YYYY) 7/17/2007 Approval Process: 1-STEP-VER (1 Step Training Verification Process)

* Revision Time: (h:mm AM/PM) 03:29 PM

Revision Number: 1

Description: Today's office setting is high-tech and fast-paced...

☐ Approval Required

Design Data:

Contact Hours: (0.0)

Credit Hours: (0.0)

CPEs: (0.0)

Subject Areas

Enter Subject Area ID or [add one or more from list](#)

Subject Area ID: [Add](#)

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- Step 2: Specify Delivery Data**
- 14 Enter a description for the segment.
 - For example, the description might be Day 1 – Morning.
 - 15 Enter a number in the **Day** field.
 - For example, if it is the first day scheduled for the item, the number "1" is displayed.
 - 16 Enter the duration for the segment.
 - 17 Enter an offset time.
 - 18 Select a location type.
 - 19 Click **Add**.
 - 20 Click **Next**.

Add New Learning Item [Help]

Enter Description > **Specify Delivery Data** > Add Online Content > Add to Catalog > Review and Save

20 [Previous](#) [Next](#)

Use this page to specify the duration and spacing of the various segments of an instructor-led item. If there is more than one segment (e.g., a morning segment and an afternoon segment), enter the information for each segment and the **Offset** which is the number of minutes between segments. You do not have to enter an **Offset** after the last segment or the last segment on a day.

If this is not an instructor-led item, click **Next**.

** = Required Fields*

Title: Effective Administrator Support Professional Simulation

Item ID: COURSE ADM01001 7/17/2007

Item Segments

Add Segments to your item.

Description: Day 1 - Afternoon * Day: (1,000) 1 * Duration: (0.0) 2.5 hours Offset: (0.0) hours Location Type: ADMIN (Admin Offices)

[Add](#) [Reset](#)

Description	* Day	* Duration	Offset	Location Type	Order	Remove
Day 1 - Morning	1	4.00	0.50	CLASS (Classroom)		Remove

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Note: Required delivery data for the segment is marked by an asterisk (*).

Note: An item can last for more than one day. In the **Day** field, the day number for this particular segment should be displayed by default.

Note: The offset feature provides for breaks such as a lunch hour between schedule segments.

<p>21</p>	<p>Step 3: Add Online Content</p> <p>Since this item is an instructor-led item only, skip this step.</p> <p>Click Next.</p>	
<p>22</p> <p>23</p> <p>24</p>	<p>Step 4: Add to Catalog</p> <p>Enter a Catalog ID and click Add.</p> <p>or</p> <p>Click the add one or more from list link to search for and select a Catalog ID.</p> <p><i>Note: The catalog options can be configured to include a flag for the item, and the item expiration date in the catalog.</i></p> <p>Click Next.</p>	

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Step 5: Review and Save

Verify that the item created is associated with a catalog and the delivery data is entered correctly.

If the information is accurate, click **Save and Schedule** (or click **Save** to schedule at a later time).

If the information is not accurately represented, click **Previous** to make changes.

Add New Learning Item
[Help](#)

Enter Description > Specify Delivery Data > Add Online Content > Add to Catalog > **Review and Save**

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[Previous](#)
[Save](#)
[Save and Schedule](#)

Review the information about your item before saving it. If you need to make any corrections, click the **Previous** button to return to the appropriate page.

Title: Effective Administrator Support Professional Simulation
Item ID: COURSE **ADM01001** 7/17/2007
Description: Today's office setting is high-tech and fast-paced...
Classification: TIME-BASED

Delivery Data

Description	Day	Duration	Offset	Location Type
Day 1 - Morning	1	4.00	0.50	CLASS
Day 1 - Afternoon	1	2.50		ADMIN

Online Content

There are no objects to view or edit for this item as it has not yet been given any online settings.

Catalog(s)

Catalog ID	Description	Options
HR	Human Resources	Flag: New Until: 09/30/2007 Reason: Expires:

Reference: To learn more about scheduling items, refer to the **Scheduling** course and job aid(s).